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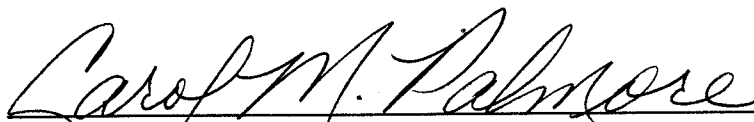
June 11, 1998

MEMORANDUM

PERSONNEL MEMO 98 - 6

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Special Leaves of Absence

The Personnel Cabinet has recently received questions from a number of agencies and individual employees with respect to the circumstances under which Leave Without Pay may be granted. In addition to Sick Leave Without Pay, Family Leave and Military Leave, the Personnel Administrative Regulations provide for two situations in which authorized leave without pay may be granted.

The first allows an agency to grant special leave for education or training which relates to an employee's work and will benefit the state. This type of leave may be granted with or without pay. Requests for approval of this type of leave should be made in advance by the appointing authority through my office.

The second type of special leave allows an appointing authority, with the approval of the Secretary of Personnel, to grant an employee a leave of absence without pay for purposes other than those mentioned above and that are of tangible benefit to the state. This is strictly a management option, not an employee preference or entitlement.

The question has arisen as to whether an employee may be granted leave without pay for a specified number of hours each week. We find nothing in the regulations or Chapter 18A that would prevent this. However, this recurring leave without pay will require prior approval by the appointing authority, the employee's Cabinet Secretary (if different from the appointing authority), and the Personnel Cabinet Secretary. The Personnel Cabinet's consideration of this type of request will be based on the justification provided by the agency outlining in detail how granting such leave is of tangible benefit to the state.

An employee must have exhausted all of his or her accumulated annual and compensatory leave before leave without pay may be used under the circumstances outlined in the second type of special leave.

CMP:lw